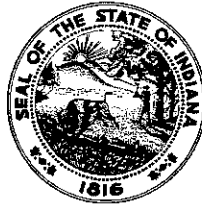


STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All County & Township Assessors, County Auditors,
PTABOA Members and Certified Tax Representatives

FROM: Barry Wood, Assessment Division Director *93W*

RE: **APRIL 2013 INDIANA CHAPTER IAAO COURSE MEMO
AND REGISTRATION FORM**

DATE: March 19, 2013

The Indiana Chapter of the International Association of Assessing Officers (ICIAAO) will sponsor several IAAO courses as a continuing education opportunity and for those working towards their Level III designation during 2013. **This memo is for the April 2013 classes only.** The Indiana Chapter is working on scheduling future courses and an online registration website. Additional information regarding the Indiana Chapter website registration and other course offerings will be available in the near future. Please check the Department of Local Government Finance's website <http://www.in.gov/dlgef/2444.htm> or <http://www.in.gov/dlgef/7533.htm> for information.

As in past years, the Department of Local Government Finance ("Department") will pay the registration fee for two employees from each county and each elected township assessor's office who has not taken the course previously through the Department. Eligible registrants are county assessors and/or deputies, elected township assessors and/or their deputies, county auditors and/or their deputies and appointed members of the PTABOA. For county and township employees, the "two per county or township rule" is in effect. If more than two registrations per county or elected township assessor's office are received for a course, employers will be contacted to decide which employees are the two to attend at the Department's expense. Additional employees may register at the counties or their own expense.

Those who have taken the course previously, those who do not attend the entire course, those who do not take the exam and those who do not qualify for the two per county rule will be responsible for payment of the registration fee. Anyone who registers for the course and cancels within ten (10) days of the course or who does not attend any part of the course, without specific approval from the Department or the Indiana Chapter of the IAAO, will also be responsible for payment of the registration fee. Emergencies will be taken into consideration, and if there is a waiting list, and if the spot can be filled, no fee will be charged to the person cancelling. If you need an invoice to turn in for payment, please note that on the registration form and one will be sent to you as soon as possible.

In order for the Department to pay the registration fee, registrants must sign both an AM and PM sign in sheet and take the exam at the end of the course. Successful completion of the exam is not a requirement for payment purposes; however, successful completion is necessary for the course to qualify for the Level III designation.

The courses will be filled on a first come, first serve basis, without regard to the employer, using the postmark date. Once a course is filled (50 people maximum), additional registrants will be placed on a waiting list. The postmark date will also determine the position on the waiting list. You will receive information if you are placed on the waiting list.

A minimum of 25 people must be registered for the course. If the course is cancelled, you will be notified.

On-site registrations will NOT be accepted! Please complete a copy of the attached registration form for each individual who plans to attend the courses. Each person may register for more than one course per registration form.

Confirmation that you are registered in the April course will come from the Indiana Chapter of the IAAO. **Please note: The Department is no longer involved in the registration process.**

Continuing Education Credits

The Department will only give continuing education credits for the IAAO courses one time. If you take the class again, you will not receive the credit hours for the course. Credit hours for each course are noted with the course descriptions below.

Registration Fee

The registration fee for the 101 and 300 course is \$380.00. Please make your payment for the course to the IN Chapter IAAO or ICIAAO and mail it with the registration form to:

Ginny Whipple
C/o ICIAAO
1803 S CR 550
Greensburg, IN 47240

Times

Courses will begin promptly at 8:00 AM and end at 5:00 PM (local time at the course site).
On Friday, the examination will begin at 8:00 AM.

What to bring to the course

#2 Pencils, a calculator, ruler and paper to keep notes.

Overnight Lodging

The registrant shall take total responsibility for booking and paying for their own accommodations.

Per Diem

In accordance with the rules promulgated by the Department governing the payment of travel expenses associated with approved training sessions, a township assessor (and deputies), a county assessor (and deputies), a county auditor or a PTABOA member who attends this session is entitled to receive a mileage allowance and the per diem as set by the county in which the official resides, under the travel rules of the county.* A person is entitled to a round trip mileage allowance only for travel between the person's place of work and the training site nearest to the person's place of work. Claims are to be paid, without regard to appropriation, from either the county general or cumulative reassessment fund.

*If a county does not have an approved travel policy, the participant's reimbursement will be governed by the travel rules of the State of Indiana in effect at that time. The Department is not responsible for any travel or per diem reimbursements.

IAAO COURSE AND WORKSHOP DESCRIPTIONS

Course 101 - Fundamentals of Real Property Appraisal

30 hours Department CE credits

The Fundamentals of Real Property Appraisal is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course.

Recommended: Property Assessment Valuation (PAV) textbook, 3rd Edition

Course 300 - Fundamentals of Mass Appraisal

30 hours Department CE credits

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, 102, Fundamentals of Mass Appraisal, 1st Edition

Publications

The following publications are not necessarily required for the courses, but can be used in conjunction with the class materials when studying for the course exams. If you would like to purchase one of these publications, please contact Ginny Whipple at 812-593-5308 or e-mail ginny@gnaassessmentprofessionals.com as soon as possible to ensure delivery of the textbooks to the class site. Make your check to ICIAAO and mail it to Ginny Whipple at

1803 S CR 550 W
Greensburg, IN 47240

Fundamentals of Mass Appraisal (1 st edition)	\$50
Property Assessment Valuation (3rd Edition, copyright 2010)	\$50

April 2013

Indiana Chapter IAAO Course Registration

Please send to:

Ginny Whipple
C/o ICIAAO
1803 S CR 550
Greensburg, IN 47240

Name: _____

Employer: _____

Your Work Title: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

Register	Course Name	Dates	Location
	Course 101: Fundamentals of Real Property Appraisal	April 1-5, 2013	Porter Co Expo Center
	Course 300: Fundamentals of Mass Appraisal	April 8-12 , 2013	Huntington City-Township Public Library

Porter County Expo Center East

215 E Division Road
Valparaiso, IN 46383
www.indianadunes.com/expo-center

Huntington City-Twp Public Library

255 West Park Drive
Huntington, IN 46750
(260) 356-0824
<http://www.huntingtonpub.lib.in.us/>